.  **Enter name and salary expectations of client below**.

1. **Select up to 15 Industries or all in Table #1 and up to 6 Positions in Table #2**

(For example, next to Industry Codes, you might enter ACC, ADV, AER, AGR, APP, AUT).

***Your selections should be aligned with your résumé focus and targeted industries.***

**Approximate compensation level: $**

1. **Email your selections to resumepro@gmail.com** in the below two rows and then paste in the body of the email. (*Please do not copy and paste Tables 1 & 2*).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name:*** |  | ***Salary Expectations:*** | |  |
| ***Industry Codes:*** |  | ***Position Codes:*** |  | |

**Title for subject line of email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Table #1- INDUSTRIES: *Select NO more than 10 unique industries or “All”*** | | | | | |
| **ACC** | accounting | **EQ** | equipment, machinery | **MIN** | mining |
| **ADV** | advertising, public relations | **ESS** | executive search, personnel agencies | **MOR** | mortgage industry |
| **AER** | aerospace | **FIN** | financial services | **NAT** | natural resources |
| **AGR** | agriculture/business | **FOD** | food and beverages | **NP** | non-profits |
| **APP** | apparel | **FOR** | forest products/pulp/paper, lumber | **O&G** | oil & gas |
| **AUT** | automotive, motor vehicles, trucks | **FRA** | franchising | **PAC** | package goods |
| **BAN** | banking | **FRN** | furniture and fixtures, lighting | **PAP** | paper |
| **BIO** | biotechnology/equipment | **GEN** | generalist, most industries | **PHR** | drugs, pharmaceuticals |
| **BOA** | boats/marine | **GOV** | government, public administration | **PLS** | plastics |
| **BRK** | brokers | **HEA** | healthcare/hospitals, medical | **PRN** | printing |
| **BRO** | broadcasting, media, TV/radio/cable | **HIT** | hi-tech | **PUB** | publishing |
| **BUI** | building products/systems | **HRS** | Human resource services | **REA** | real estate |
| **CHM** | chemicals | **HSP** | hospitality, hotels/restaurants | **R&D** | research and development |
| **CMM** | communications, telecomm | **IND** | industrial | **RTL** | retail trade |
| **CMP** | computers | **INR** | instruments, measuring, test equip. | **RUB** | rubber |
| **CNS** | construction | **INS** | insurance | **SEC** | security services/products |
| **CON** | consumer | **INT** | International | **SER** | services |
| **CRE** | credit/credit card | **INV** | investment banks | **SFT** | software |
| **CSG** | consulting, management consulting | **LAB** | laboratories | **SPO** | sports |
| **CSM** | cosmetics, perfume, soap | **LAW** | law firms | **STO** | aggregates, stone/gravel/silica |
| **DEF** | defense | **LEA** | leasing | **TEX** | textiles |
| **DIR** | direct marketing | **LEI** | leisure/recreation | **TRA** | travel |
| **DP** | computer svc., data proc., inf. tech. | **LOW** | low tech industries | **TRN** | transportation |
| **ED** | education, higher education | **MAN** | manufacturing | **UTI** | utilities |
| **ELC** | electronics, semiconductors | **MAR** | marketing | **WAS** | hazard ous waste, waste |
| **ENG** | engineering | **MAT** | specialty materials | **WHL** | wholesale trade |
| **ENR** | energy | **MCA** | managed care | **WIR** | wireless communications |
| **ENT** | entertainment, film, gaming | **MDE** | medical devices | **WWW** | e-commerce, internet, new media |
| **ENV** | environmental | **MET** | metals |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table #2 - POSITIONS: *Select NO more than SIX positions/categories*** | | | | | |
| **ACC** | accounting, budgeting |  |  | **PAC** | packaging |
| **ACT** | actuaries | **FAM** | Family Office | **PHY** | physicians |
| **ADM** | administration, clerical, secretarial | **FIN** | financial | **PLN** | planning |
| **ADV** | advertising | **GEN** | generalist, management | **PMN** | project management |
| **AFF** | Affirmative action, diversity, multicultural | **GRA** | graphic arts/design | **PRE** | public relations |
| **ARC** | architects | **HR** | human resources, personnel | **PRO** | process control |
| **AUD** | auditing | **IND** | assembly, industrial labor, light industrial | **PUR** | purchasing |
| **AUT** | automation | **LAB** | laboratory personnel | **QUA** | quality |
| **BOD** | board of directors | **LAW** | lawyers, paralegals | **REG** | regulatory affairs |
| **CAL** | call centers, customer. service, technical support | **LOG** | logistics, materials management & planning | **RIS** | risk management |
| **CAS** | cash management | **MAN** | manufacturing plant management, prod. | **R&D** | research & development |
| **CNS** | consulting, management consultants | **MAR** | marketing | **SAF** | safety |
| **COP** | copyright, intellect. prop., trademark | **MED** | medical, physicians/nurses/therapists | **SAL** | sales |
| **COR** | corporate relations, investor relations | **MER** | merchandising | **SEC** | security |
| **CRE** | credit & collections | **MIS** | information technology systems. | **SEN** | senior management |
| **DES** | design, product development | **MNA** | mergers & acquisitions | **TAX** | taxes |
| **DEV** | development/fund raising, non profit | **MRE** | market research, product research | **TEC** | scientific, technical |
| **ECO** | economics | **NET** | networks/lan/wan | **TEL** | telecommunications |
| **EDU** | education, training | **NUR** | nursing | **TEM** | contract interim temp. placement |
| **ENG** | engineering | **OPS** | operations | **THE** | therapists |
| **ENV** | environmentalists | **ORE** | operations research | **TRA** | traders |
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